



VACANCY ANNOUNCEMENT

HRM-750-FR-19



AMERICAN EMBASSY, CAIRO

Number:

61

Subject:

U.S. LOCAL HIRE VACANCY

Global Employment Advisor (GEA)

Eligible Family Members and Members of Household are eligible to apply

Date:

June 3, 2012

The U.S. Embassy in Cairo is seeking an Eligible Family Member (EFM), or a Member of Household (MOH) for employment in country for the position of Global Employment Advisor in the Human Resources Office.

OPEN TO: US Citizen Eligible Family Members (EFM), US. Citizens, or a Member of Household (MOH) – All Agencies.

POSITION TITLE: Global Employment Advisor (GEA), FP-7

OPENING DATE: June 4, 2012

CLOSING DATE: Open until filled

WORK HOURS: Full Time (40 hours per week)

LENGTH OF HIRE: Five years.

APPLICANTS SHOULD READ THE ENTIRE VACANCY ANNOUNCEMENT

Additional Selection Criteria

1. Security clearance

- This position requires a Secret Clearance.
- Applicants who do not currently hold a valid security clearance should anticipate a minimum waiting period of 8 weeks before issuance of a security clearance and commencement of work.

2. Work schedule

The selected candidate will be required to work full time (40 hours/week).

3. Selection

- Management will consider nepotism/conflict of interest, budgetary constraints, and residency status.
- Salary grade and step will be determined by the State Department (NEA/EX), based on education, experience, budgetary requirements and residency status.
- Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs (Not Ordinarily Resident) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired as a When Actually Employed (WAE).

- 4. ORGANIZATIONAL RELATIONSHIP:** The incumbent reports to the Human resource Director. He/she is responsible for collaborating with the CLO and HR Assistant.

NOTE: Only US citizen Eligible Family Members (AEFM), or Members of Household, as defined above, of US Government employees assigned to the mission under Chief of Mission authority are eligible for consideration. A US citizen EFM does not have to be residing in country to be considered, but the sponsoring officer under COM authority does have to be officially assigned to post.

THIS POSITION HAS BEEN ESTABLISHED AT THE FULL PERFORMANCE LEVEL.

BASIC FUNCTION OF POSITION:

The incumbent will serve as Local Employment Advisor to expand the range of employment opportunities for eligible family members; counsel and assist them to identify work opportunities on the local economy, outside the mission and/or within the mission. The incumbent of this position reports directly to the Human Resource Director. This position is full time, part time, or on an as needed basis.

QUALIFICATIONS:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- A. **Education:** College/University degree in a business, counseling, education or a related field.
- B. **Prior work experience:** One year of experience in human resources management, career counseling, development work, or a related social services field.
- C. **Post training:** Training provided online through the Family Liaison Office in Washington.
- D. **Language Proficiency:** Fluent written and spoken English required.
- E. **Knowledge:** General knowledge of the local cultural practices relating to the workplace, as well as the basic labor laws in the host country. Familiarity with non-government and private sector employment, local and international employment trends, practices and organizations. Knowledge of adult education and training opportunities, including on-line and distance learning opportunities.
- F. **Abilities and skills:**
 - Standard level keyboard skills and computer literacy on a variety of software applications (Word, Excel, database, graphics, Internet.)
 - Ability to research to research and disseminate information to meet individual client needs.
 - Strong presentation skills in order to present seminars and workshops to individuals, groups, potential employers.

- Strong writing skills required.
- Must be culturally sensitive. Personal qualities of tact, courtesy, discretion, patience, adaptability, common sense, initiative, resourcefulness, mature judgment, and the ability to work under time pressures such as meeting tight deadlines and flexibility to adjust to last minute schedule changes are required.

HOW TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. DS- 0174 Universal Application for Employment - <http://egypt.state.gov/Offices/MGMT/HR/Shared%20Documents/Vacancy%20Announcements/DS174%20Universal%20Application%20for%20Employment%20-%20WORD.doc>
2. DS- 0174 Universal Application for Employment - Instructions - <http://egypt.state.gov/Offices/MGMT/HR/Shared%20Documents/DS-0174%20Application-Instructions.DOC>
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 and SF-50 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. A cover letter containing: Name/agency of sponsor, post departure date and how/why you feel you qualify for the position.
6. Resumes must include the specific name of the company, and the month/year of employment for all experience, or the experience will not be considered.

SUBMIT APPLICATIONS TO:

Human Resources Office, Attn: Nadia George, 4th Floor Cairo II, or via email: CairoEFMJobs@state.gov

FOR COPIES OF A COMPLETE JOB DESCRIPTION CONTACT:

Human Resources Office, Attn: Nadia George, 4th Floor Cairo II, or via email: Georgenh@state.gov

Cleared: JHill, MGT

Cleared: CEverhart, HR

Drafted by: BCantsilieris, HR

CLOSING DATE FOR THIS POSITION: Open until filled

The US Mission in Cairo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

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The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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DEFINITIONS:

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. **Member of Household:** MOH as per 3 FAM 4180
Members of Household are those persons who have accompanied or join an employee assigned abroad and who the employee has declared to the Chief of Mission are part of his or her household, who will reside at post with the employee, and who are other than legitimate domestic staff..

4. **Ordinarily Resident (OR)**: A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. **Not-Ordinarily Resident (NOR)**: Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

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